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**Subject: Policy Development from December 2018 - Considerations**

**Date:** December 4, 2018

**From:** Policy Committee – Carolyn Watson, Board Director; John Harrison, Executive Director; Eileen Harrity, Chief of Staff; Jennifer Bateman, Board Coordinator; Maureen Lutz, Paralegal.

**The purpose of this memo is:**      ☐ See Approval      ☐ Consult      ☒ Inform

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## **Purpose of this document**

This document outlines a proposed transition plan for moving from one Board Policy Committee to three Board Committees focused on policy – the Governance, Oversight & Legislative Committee; the Students, Instruction & Family Engagement Committee; and the Finance & Operations Committee. See 1240P for more information on each of the Committees.

The document includes the following:

- An outline of the role of the Policy Committee, as of November 2018
- An overview of the current process used for the production, revision, evaluation, and maintenance of policies
- An outline of the roles for the three new Committees, as of December 2018
- A proposal for the future process to be used for the production, revision, evaluation, and maintenance of policies
- Policy needs identified by the Policy Committee

A separate document will outline the Superintendent’s plan for assigning district staff to each of the three Board Committees.

## **Role of the Policy Committee, as of November 2018**

The role of the current Board Policy Committee is outlined as follows:

- Establish and adhere to a clear process for the production, revision, evaluation and maintenance of policies
- Utilize frameworks for policy review and development that reflect the district’s vision, mission, and values (e.g. equity, inclusion, culture of service, etc.)
- Review and revise policies in the 2000, 3000, 4000, 5000, and 6000 series to empower district staff to fulfill the district’s vision, mission, and values.

## **Current Process for the Policy Committee**

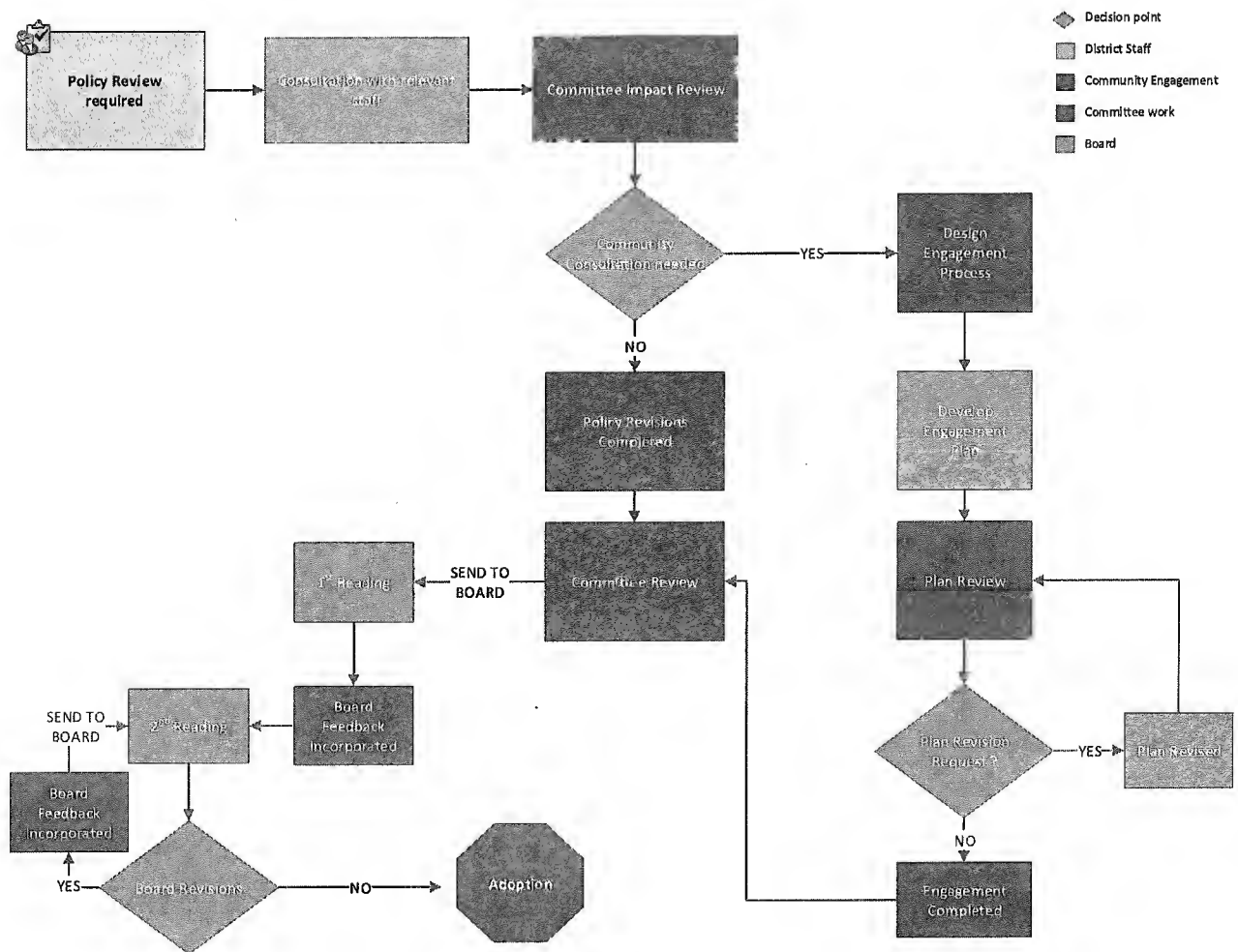
Policy review or creation by the Policy Committee is triggered by the following events:

- Changes to the Revised Code of Washington (RCW) or other passed legislation. These changes can result in required or optional changes for district policies.
- Updates to Washington State School Directors Association (WSSDA) model policies (i.e. the WSSDA backlog). The WSSDA backlog currently has 68 policies, dating back to 2015, that still need to be addressed. Those policies are listed in the Appendix of this document.
- Community request, including recommendations from Community Advisory Groups.
- Department request
- Board Director request
- Required review as identified in current policy

The Policy Committee prioritizes which policies will be considered.

The current process used to develop policy is in the flow diagram in Figure A. Much of the policy drafting happens within Policy Committee meetings, with the assistance of content experts and Legal Counsel.

Figure A. Policy Development Process



The framework currently used to review community impact is in the table below.

**Table A - Community Impact Assessment Framework**

Impact on Community	Suggested Input Gathering Approach	Policy Example
Mostly effects staff	Policy committee and a few staff experts such as legal and HR, may need to bargain with unions	5251 (Conflict of Interest)
Effects a particular group of students and staff	Input from staff who work closely on the topic	3115 (Homeless Students)
Effects staff and community but not extremely controversial	Staff input plus community feedback from stakeholders, focus groups	4200 (School Visitors)
Moderately controversial and effects community and staff	Staff input plus feedback gathered from community stakeholder leaders and community cafes	3207 (Harassment, Intimidation and Bullying)
Very controversial. Should be developed with significant community input	Staff and community input through forums and/or cafes, community advisory committee formed with stakeholders who will research, communicate with their constituencies and develop policy recommendations	3114 (Donations)

## Role of Board Committees, as of December 2018

The Board adopted updated Policy 1240, and the accompanying procedure, on September 4th, 2018.

1240P revises the three standing Board Committees into three policy-focused committees, listed below.

### Governance, Oversight & Legislative Committee

#### Purpose:

- To identify legislative priorities for the District
- To organize the Board's advocacy work for federal, state, and local legislation, including advocacy work through WSSDA
- To coordinate policy work related to governance and oversight (0000 and 1000 series policies)

### Finance & Operations Committee

#### Purpose:

- To identify serve as Board liaisons for District financial oversight and direction-setting, including the annual audit
- To coordinate policy work related to staff, community, finance, and operations (4000, 5000, and 6000 series policies)

### Students, Instruction, and Family Engagement Committee

#### Purpose:

- To serve as Board liaisons to the District for student and family engagement and direction-setting
- To coordinate policy work related to students and instruction (2000 and 3000 series policies)

## Proposed Process for future Committees

Policy 1240 outlines the following requirements for each of the three Committees.

- By the second June Board Meeting, present a summary plan for the upcoming school year, that includes committee goals, any sizable work items the committee plans to pursue, any intent to engagement with the community, a timeline for the committee's work.
- All committee plans must be approved by the Board by the second August Board Meeting.
- The Board's annual calendar will be revised to reflect committee work and timelines.
- By the first December Board Meeting, all committees must present a progress report.
- By the second meeting in January, Committees must either confirm that their annual plan still stands or submit an updated plan for Board approval.
- If a Committee plans to engage with the community on a significant scale, the committee must submit a community engagement plan to the Board that includes the following:
  - Need for engagement
  - Purpose of the engagement
  - Mode of engagement
  - Targeted stakeholders
  - Timeline
  - Specific deliverables
  - Board outcomes expected as follow-up to the engagement
  - Timeline for reporting on the community engagement

Neither Policy 1240 nor 1240P outline any changes to the policy development process.

Based on the change in scope to the work for each Committee and on lessons learned from current policy work, the Policy Committee makes the following recommendations for the policy development process.

### Policy Reviews Originating Outside the Committee

If a policy is being presented for review to one of the Committees due to a legal change, departmental request, or the result of community engagement, then the presenting entity should provide completed draft language revisions to the Committee with an accompanying cover memo that provides the following information.

- **Rationale:** Why should the policy be updated and or be adopted
- **Legal requirements:** Is there a legal reason that requires a change to an existing policy or adoption of a new policy? RCW, WAC, or WSSDA requirement?
- **Timing:** When does the policy need to be reviewed by? What is it about the proposed revisions that means the timing is right?
- **Student Impact:** How will this policy change create equitable and exceptional educational opportunities for each and every student at BSD? Is the impact indirect or direct? Number of students? Are there any unintended consequences negative or positive? If negative how might risk be mitigated?
- **School Impacts:** What will be impacted at the school level if this policy were adopted? At the community level? At the personnel level?
- **History and cross references are evidenced:** precursors or earlier policies are referenced. What history needs to be recalled for the committee to make an informed decision? Is there previous policy that was similar and if so did we keep it, did we get rid of it and how will this update or new iteration be different?
- **Consultation:** Who has reviewed the draft policy? If community engagement was conducted, how have the findings from that engagement been incorporated into the policy? If community engagement findings were

not incorporated, why weren't they? Have the appropriate departmental staff been consulted on the proposed changes? Has General Counsel conducted a legal review of the changes?

- **Risks:** What are the potential risks or issues that could result from accepting these policy changes?
- **Community Engagement:** Is community engagement recommended prior to adopting these policy changes? What is the plan for engaging the community?

#### Policy Reviews Originating Within the Committee

If a policy review and revision is being initiated by the committee itself and the policy needs departmental review or community engagement, the committee should draft a request for policy review and revision, including the following.

- **Rationale:** Why should the policy be updated and or be adopted?
- **Key Questions:** What questions does the committee need to be answered or what information does the committee need in order for the policy revisions to be completed?
- **Timing:** Under what timeline should the policy exploration and drafting be completed?
- **Consultation:** Who should be consulted during the drafting process?
- **Community Engagement:** Is community engagement recommended prior to adopting these policy changes? What is the plan for engaging the community?

After the committee has answered these questions, relevant staff should be consulted to complete the remaining applicable questions from the section above.

#### Policy Draft Analysis

Once draft policies are received by the relevant committee, committee members should review each policy through the following lenses.

- **Equity lens –**
  - Who are the under-represented groups affected by this policy? What are the potential impacts on these groups?
  - Does this policy worsen existing disparities or produce other unintended consequences?
  - How do we intentionally engage stakeholders who are also members of the communities affected by this policy?
  - What are the barriers to more equitable and inclusive outcomes? (e.g. mandated, political, emotional, financial, programmatic or managerial)
  - How will we mitigate negative impacts and address potential barriers?
- **Strategic goals, mission, vision and values**
  - How will this policy enable the district to meet its strategic goals? Is there data or a procedure that will support this policy?
  - In what ways does this policy align with the mission of the district?
  - How does this policy align with the vision of the district?
  - Does this policy reflect the district's values?

### Bringing Policies to the Board

The Policy Committee recommends that Board Directors serving on each committee do not bring policies to the Board, unless both Board Directors on the Policy Committee have reviewed and reached agreement on the proposed changes.

## **Proposed Roles and Responsibilities**

The Policy Committee recommends the committee role in policy is to act as a review and decision point. The committees would convene to assess and prioritize draft policies against a set of tests. These tests would help determine whether a policy proceeds to the board for review or is put to rest. The board should agree to the tests by which policy committees review policy drafts.

Staff would be expected to act as initial policy drafters for policies in the 2000, 3000, 4000, 5000, and 6000 policies (i.e. policies that impact district programs or operations). Board Directors would act as policy drafters for policies in the 0000 and 1000 series (i.e. policies related to governance and Board operations). Committee members would work jointly with district staff and community groups to draft policies resulting from community engagement.

## Appendix –

### Current backlog of updates to WSSDA Model Policies that have not been considered by the Board

Policies with titles in bold have not previously been adopted.

1000 - Board		2000 Instruction		3000 - Students		4000 - Community		5000 - Personnel		6000 - Management	
1105	Key functions of the Board	2020	Curriculum Development and Adoption of Instruction Manuals	3210	Nondiscrimination	4120	School Support Organizations	5001	Hiring of Retired School Employees	6020	System of Funds and Accounts
1210	Annual Organizational Meeting	2021	Library Media Centers	3220	Freedom of Expression	4215	Use of Tobacco and Nicotine Substances	5005	Employment Disclosures, Certification Requirements, Assurances and Approval	6100	Revenues from Local, State, and Federal Sources
1220	Board officers and duties of board members	2022	Electronic Resources	3231	Student records	4217	Effective Communication	5010	Nondiscrimination and Affirmative Action	6106	Allowable Costs for Federal Programs
1225	School Director	2023	Digital Citizenship and Media Literacy	3235	Protection of Student Personal Information	4218	Language Access Plan	5201	Drug free schools, community and workplace	6114	Donations
1340	Targeting Student Learning	2024	Online Learning	3246	Use of Reasonable Force			5202	Federal motor Carrier safety administration mandated drug and alcohol testing program	6220	Bid Requirements
1410	Executive or Closed sessions	2110	Transitional Bilingual Instructional Program	3410	Student Health			5222	job-sharing staff members	6512	Infection Control Program
1450	Absence of a board member	2140	Guidance counseling	3416	Medication at School			5240	Evaluation of staff	6580	Continuity of Operations Plan
		2145	Suicide Prevention	3417	Catheterization			5251	Conflicts of Interest	6700	Nutrition and Physical Fitness
		2150	Co-Curricular Program	3421	Child Abuse, Neglect, and exploitation prevention			5252	Staff Participation in Political activities	6882	Sale of Real Property
		2161	Special Education and Related Services for Eligible Students	3422	Student Sports-Concussion and head injuries			5253	Maintaining Professional Boundaries	6905	Site Acquisition
		2162	Education of students with disabilities under section 504 of the rehabilitation act of 1973	3432	Emergencies			5260	Personnel Records		
		2255	Alternative Learning Experience Program	3510	Associated Student Bodies						
		2410	High School Graduation Requirements					5271	Reporting Improper Governmental Action (Whistleblower Protection)		
		2421	Grade-level Promotion and Grade-level Retention					5280	Termination of Employment		
								5281	Disciplinary Action and discharge		
								5401	Sick Leave and Attendance Incentive Program		
								5610	Substitute Employment		

**Recommended policies for review, outside of the WSSDA backlog**

Policy Number	Notes	Key people	Consultation started, yes/no ?
2126 HIV/AIDS			
2150 Co-Curricular Programs			
2163 RTI/MTSS	Our existing policy speaks to RTI as a means to identify students for special education services. MTSS is a district focus and so the policy should reflect this.	Sharon Kautz or Heather Edlund/John Harrison	NO
2190 Highly Capable	Policy doesn't reflect the program name change	Lora McHugh/John Harrison	YES
2241 Certificate of Educational Competence			
2320 Field Trips			
2410 Graduation Requirements	Review proposed changes that reflect changes to state assessments	John Harrison	NO
2411 Certificate of Educational Competency			
3142 International Student Exchanges			
3240 Student Conduct Expectations (	to include feedback from the board in first reading	John Harrison	NO
3241 Classroom Management, Corrective Action and/or Interventions	Review proposed changes that reflect changes to legislation	Glenn Hasslinger	NO
3418 Emergency Treatment			
3419 Self-Administration of Medication			
3421 Child Abuse Exploitation and Neglect			
4120 - Booster/Support Organizations	New policy proposed by the BSD Donations Policy Committee	Jeff Lowell/John Harrison	YES
4320 Cooperative Programs			



6020 Systems of Funds and Accounts			
6114 - Donations	Reflect changes proposed by the BSD Donations Policy Committee	John Harrison/Marie Telecky	YES
6212 District Charge Cards	Proposed changes would bring our policy into alignment with best practices and other district policies	Kerri Patterson/Marie Telecky	NO
6230 Vendor Relations	Board request to include language about vendor solicitation of District business	Kerri Patterson	NO
6700 Nutrition and Fitness	Federal Legislation requirements (i.e. District Committee)	Kathy Dumas/Melissa DeVita	NO